



**District Level Selection Committee, Uttar Dinajpur**  
**Uttar Dinajpur Collectorate Building, 1<sup>st</sup> Floor, (Room No. 123)**  
**Uttar Dinajpur, Raiganj at Karnajora, PIN- 733130**

Employment Notification No. ....**268**...../DLSC/PS/GP/UD.

dt. **29**./**03**./2018

## Recruitment to various posts at Gram Panchayat and Panchayat Samiti level in Uttar Dinajpur District

In addition to the previous notification no 810/DLSC/PS/GP/UD dated 07/12/2016 applications in prescribed format are invited from Indian Citizen as defined in Part-II of the Constitution of India for recruitment to different Posts at Gram Panchayat and Panchayat Samiti Level under Uttar Dinajpur district. Willing candidates shall be required to apply online in the website [www.uttardinajpur.nic.in](http://www.uttardinajpur.nic.in) on **02/04/2018** or before the closing date i.e. **20/04/2018** up to 5:00 pm. The relevant particulars like name of the posts, qualification, age limit, scale of Pay and anticipated vacancy position under each category of posts are stated in the following paragraphs. A candidate must go through the instruction thoroughly and carefully before submitting online application. **Any omission / suppression of information / fake information shall lead to rejection of application or candidature at any stage of the process without further intimation.** The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the District Level Selection Committee, Uttar Dinajpur. All appointments will initially be made on a temporary basis.

**N.B.: Candidature of previous applicants vide notification no. 810/DLSC/PS/GP/UD dated 07/12/2016 will remain valid and need not apply again.**

### Gram Panchayat Level

| Sl. No. | Name of the Post    | Eligibility Criteria  |   |   | Anticipated Vacancies  | Scale of Pay   |
|---------|---------------------|---|---|---|--|--|
|         |                     | Essential   | Desirable   | Age   |  |  |
| 1.      | Nirman Sahayak      | A) The Candidate Must be a citizen of India as defined in part-II of the Constitution of India.<br><br>B) Must have a Diploma in Civil Engineering from any Institute recognized by the State Government or the Central Government. | NIL   | Age as on 01/01/2018:<br>GEN-18-40 Yrs<br>SC- 18-45 Yrs<br>ST- 18-45 Yrs.<br>OBC-A- 18-43 Yrs<br>OBC-B- 18-43 Yrs.<br>PWD-18-45 Yrs<br>Ex-Servicemen: as admissible as per length of Service in armed Service | <b>Total- 10</b><br><br>UR (EC)-4<br>SC(EC)-2<br>ST-1<br>ST(EC)-2<br>OBC (A)-1 | Pay Band-04<br>Rs.9000-<br>Rs.40500<br>(Grade Pay Rs. 4400) and other allowance will also be admissible as per Government Orders in force. |
| 2.      | Executive Assistant | A) The Candidate Must be a citizen of India as defined in part-II of the Constitution of India.   | A) Post-graduate Degree or Diploma in social work | Age as on 01/01/2018:<br>GEN-18-40 Yrs<br>SC- 18-45 Yrs<br>ST- 18-45 Yrs.   | <b>Total- 31</b><br><br>UR-10,<br>UR(EC)-4,<br>UR(Ex-S)-                       | Pay Band-03<br>Rs.7100-<br>Rs.37600<br>(Grade Pay Rs. 3600) and  |

|    |                |   |   |  |  |  |
|----|----------------|---|---|--|--|--|
|    |                | <p>B) Bachelor Degree from a recognized University.</p> <p>C) Diploma in Computer Application from any institute recognized by State Government or Central Government of State Council of Technical Education or All India Council of Technical Education</p>       | <p>or rural development from any recognized Institute or University.</p> <p>B) Experience in social work or rural development.</p> <p>C) Preferably one year Diploma Course where Curriculum included in MS Word, MS Excel, Power Point &amp; Basic Internet Operation.</p> | <p>OBC-A- 18-43 Yrs</p> <p>OBC-B- 18-43 Yrs.</p> <p>PWD-18-45 Yrs</p> <p>Ex-Servicemen: as admissible as per length of Service in armed Service</p>  | <p>1, UR(MS)-1, UR(PWD)-1, SC-5, SC(EC)-2, ST-1, ST(EC)-1, OBC-A-2, OBC-A(EC)-1, OBC-B-1, OBC-B(EC)-1</p>  | <p>other allowance will also be admissible as per Government Orders in force.</p>  |
| 3. | G.P. Secretary | <p>A) The Candidate Must be a citizen of India as defined in part-II of the Constitution of India.</p> <p>B) Must have passed the Higher Secondary Examination from the WBCHSE or its equivalent Examination from any recognized Board or Council or University</p> | <p>At least 6 months formal training in using Personal Computer from a recognized Institution.</p>  | <p>Age as on 01/01/2018:</p> <p>GEN-18-40 Yrs</p> <p>SC- 18-45 Yrs</p> <p>ST- 18-45 Yrs.</p> <p>OBC-A- 18-43 Yrs</p> <p>OBC-B- 18-43 Yrs.</p> <p>PWD-18-45 Yrs</p> <p>Ex-Servicemen: as admissible as per length of Service in armed Service</p> | <p><b>Total-27</b></p> <p>UR-7, UR(EC)-5, UR(Ex-S)-1, UR(PWD)-1, SC-4, SC(EC)-1, SC(Ex-S)-1, ST-2, OBC-A-2, OBC-A(EC)-1, OBC-B-1, OBC-B(EC)-1</p>                          | <p>Pay Band-02 Rs.5400- Rs.25200 (Grade Pay Rs. 2600) and other allowance will also be admissible as per Government Orders in force.</p> |
| 4  | G.P. Sahayak   | <p>A) The Candidate Must be a citizen of India as defined in part-II of the Constitution of India.</p> <p>B) Must have passed the Higher Secondary Examination from the WBCHSE or its equivalent Examination from any recognized Board or Council or University</p> | <p>Candidate having 50% marks in aggregate in the Madhyamik or its equivalent examination will be preferred.</p>  | <p>Age as on 01/01/2018:</p> <p>GEN-18-40 Yrs</p> <p>SC- 18-45 Yrs</p> <p>ST- 18-45 Yrs.</p> <p>OBC-A- 18-43 Yrs</p> <p>OBC-B- 18-43 Yrs.</p> <p>PWD-18-45 Yrs</p> <p>Ex-Servicemen: as admissible as per length of Service in armed Service</p> | <p><b>Total-41</b></p> <p>UR-11, UR(EC)-6, UR(EX-S)-1, UR(M.S)-1, UR(PWD)-2, SC-6, SC(EC)-1, SC(EX. -S)-1, ST-2, ST(EC)-1, OBC-A-4, OBC-B-2, OBC-A(EC)-2, OBC-B(EC)-1.</p> | <p>Pay Band-02 Rs.5400- Rs.25200 (Grade Pay Rs. 2300) and other allowance will also be admissible as per Government Orders in force.</p> |
| 5  | G.P. Karmee    | <p>A) The Candidate Must be a citizen of India as defined in part-II of the</p>   |   | <p>Age as on 01/01/2018:</p> <p>GEN-18-40 Yrs</p>  | <p><b>Total- 63</b></p> <p>UR-13,</p>  | <p>Pay Band-01 Rs.4900- Rs.16200</p>   |



|  |  |  |   |   |   |
|--|--|--|---|---|---|
|  | Constitution of India.<br>B) Must have passed the final examination of Class-VIII from any recognized institution. |  | SC- 18-45 Yrs<br>ST- 18-45 Yrs.<br>OBC-A- 18-43 Yrs<br>OBC-B- 18-43 Yrs.<br>PWD-18-45 Yrs<br>Ex-Servicemen: as admissible as per length of Service in armed Service | UR(EC)-11,<br>UR(Ex-S) - 7,<br>UR(PWD)-3,<br>UR(M. S)-1, SC - 9, SC(EC)-4,<br>SC(Ex -S) - 1,<br>ST - 4, OBC-A - 3, OBC-A(EC)-4, OBC-B - 3 | (Grade Pay Rs. 1700) and other allowance will also be admissible as per Government Orders in force. |
|--|--|--|---|---|---|

**Panchayat Samiti Level**

| Sl. No. | Name of the Post          | Eligibility Criteria   |           |   | Anticipated Vacancies                         | Scale of Pay  |
|---------|---------------------------|--|-----------|---|---|---|
|         |                           | Essential  | Desirable | Age   |   |   |
| 1.      | Block Informatics Officer | A) The Candidate Must be a citizen of India as defined in part-II of the Constitution of India.<br><br>B) Shall have a Bachelor's Degree in Computer Application or Bachelor's Degree (Hon's) in Computer Science or Bachelor's Degree in any stream with "A" level certificate course of DOEACC. Provided that candidates with qualification of "B" level or "C" level certificate course of DOEACC. With 3 (three) years diploma in Computer Science and Engineering/Information Technology/Electronics and Tele-Communication shall also be considered, or Bachelor in Electronics and Tele-Communication Engineering / Computer Science & Engineering, B. Tech (IT) and B. Sc. (IT) by Distance Education Programmes from any recognized University or from any recognized Open University or B.E. or B. Tech in Computer Science or Master / Bachelor in Computer Science or B. Sc in General Stream Course and M. Sc (IT) from a recognized University / | NIL       | Age as on 01/01/2018:<br>GEN-18-40 Yrs<br>SC- 18-45 Yrs<br>ST- 18-45 Yrs.<br>OBC-A- 18-43 Yrs<br>OBC-B- 18-43 Yrs.<br>PWD-18-45 Yrs<br>Ex-Servicemen: as admissible as per length of Service in armed Service | <b>Total- 03</b><br>UR(EC)- 02<br>UR(PWD)- 01 | Pay Band-03<br>Rs.7100-<br>Rs.37600 (Grade Pay Rs. 3900) and other allowance will also be admissible as per Government Orders in force. |

|    |                  | Institution  |   |   |   |  |
|----|------------------|--|---|---|---|--|
| 2. | Accounts Clerk   | <p>A) The Candidate Must be a citizen of India as defined in part-II of the Constitution of India.</p> <p>B) Must have passed the Madhyamik Examination or its equivalent Examination from any recognized University or Board or Council.</p>  | Diploma in Computer Application from any Institute recognized by the state Govt. or Central Govt. or State Council of Technical Education or All india Council of Technical Education | <p>Age as on 01/01/2018:<br/>GEN-18-40 Yrs<br/>SC- 18-45 Yrs<br/>ST- 18-45 Yrs.<br/>OBC-A- 18-43 Yrs<br/>OBC-B- 18-43 Yrs.<br/>PWD-18-45 Yrs<br/>Ex-Servicemen: as admissible as per length of Service in armed Service</p> | <p><b>Total – 5</b></p> <p>UR(EC)-1,<br/>UR(PWD)-1,<br/>SC(EX-SERV)-1, ST-1, OBC-A(EC)-1.</p> | <p>Pay Band-02<br/>Rs.5400-<br/>Rs.25200 (Grade Pay Rs. 2600) and other allowance will also be admissible as per Government Orders in force.</p> |
| 3. | Clerk-cum-Typist | <p>A) The Candidate Must be a citizen of India as defined in part-II of the Constitution of India.</p> <p>B) Must have passed the Madhyamik Examination or its equivalent Examination from any recognized University or Board or Council and having a minimum typing speed 30 words per minute in English and 20 words per minute in Bengali</p> | Provided that the selected candidates shall have to acquire proficiency in MS word or such other standard computerized word processing application before confirmation in service.    | <p>Age as on 01/01/2018:<br/>GEN-18-40 Yrs<br/>SC- 18-45 Yrs<br/>ST- 18-45 Yrs.<br/>OBC-A- 18-43 Yrs<br/>OBC-B- 18-43 Yrs.<br/>PWD-18-45 Yrs<br/>Ex-Servicemen: as admissible as per length of Service in armed Service</p> | <p><b>Total – 8</b></p> <p>UR-3,<br/>UR(EC)-1, SC-1, SC(EC)-1, ST-1, OBC-A-1</p>              | <p>Pay Band-02<br/>Rs.5400-<br/>Rs.25200 (Grade Pay Rs. 2600) and other allowance will also be admissible as per Government Orders in force.</p> |
| 4. | P.S. peon        | <p>A) The Candidate Must be a citizen of India as defined in part-II of the Constitution of India.</p> <p>B) Must have passed the final examination of Class-VIII from any recognized institution.</p>   |   | <p>Age as on 01/01/2018:<br/>GEN-18-40 Yrs<br/>SC- 18-45 Yrs<br/>ST- 18-45 Yrs.<br/>OBC-A- 18-43 Yrs<br/>OBC-B- 18-43 Yrs.<br/>PWD-18-45 Yrs<br/>Ex-Servicemen: as admissible</p>   | <p><b>Total – 5</b></p> <p>UR-1,<br/>UR(EC)-1,<br/>UR(EX-S)-1,<br/>SC-1, ST-1</p>             | <p>Pay Band-01<br/>Rs.4900-<br/>Rs.16200 (Grade Pay Rs. 1700) and other allowance will also be admissible as per Government Orders in force.</p> |



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|--|--|--|--|--|--|--|
|  |  |  |  | as per length<br>of Service in<br>armed<br>Service |  |  |
|--|--|--|--|--|--|--|

**[NB: UR = UNRESERVED; SC= SCHEDULED CASTE; ST= SCHEDULED TRIBE; OBC= OTHER BACKWARD CLASS-CATEGORY-A & CATEGORY-B; EC= EXEMPTED CATEGORY; EX-S= Ex-SERVICEMEN; MS= MERITORIOUS SPORTSPERSON; PWD= PERSONS WITH DISABILITIES]**

**Note :-**

- ✓ **Total Vacancies as stated above is purely provisional and subject to revision.**
- ✓ Condition of recruitment will be guided by the Existing provisions of the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007 & West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007 and subsequent amendments thereof.
- ✓ Qualification as stated in the Table A & B above must be possessed by the Candidate on or before the date of publication of the advertisement. **If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature shall be summarily rejected.**

**Reservation:-**

- ✓ The benefits for reservation of vacancies and age concession for SC, ST, OBC-"A" and OBC-"B" candidates are admissible to SC, ST, OBC-"A" and OBC-"B" candidates of West Bengal only as per existing rules. Such benefits are also admissible to all candidates with disabilities of 40 % and above and Ex-Serviceman.
- ✓ Before final selection, short-listed candidates belonging to the SC, ST, OBC-"A" and OBC-"B" category will be directed to furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Schedule Castes and Schedule Tribes (Identification) Act, 1994 and SC and Tribal Welfare Department order No. 261-TW/EC/MR-103/94 dt. 06/04/1995, for verification of testimonials in support of their claim.
- ✓ SC, ST, OBC-"A" and OBC-"B" candidates of other states will be treated as General Candidates.
- ✓ Before final selection of person with disabilities, shortlisted Candidates will be directed to furnish original certificate in prescribed form in support of their claim issued by a competent authority as per provision of the West Bengal person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- ✓ The benefits of reservation are also available for the meritorious sports person. Such Candidates are required to furnish Certificates in original in support of their claim from a competent authority as laid down in the Notification No. 49-EMP/1M-25/98 dt. 01/03/2011 of Labour Department, Government of West Bengal for checking and verification.
- ✓ Similarly the Ex-Servicemen candidates shall have to produce relevant documents, in original, in support of their claim in reservation as well as age relaxation at the time of verification.
- ✓ No claim for being a member of SC/ST/OBC-"A"/OBC-"B" or a person with Disability or a meritorious sports person or Ex-Servicemen shall be entertained at any time after submission of the application

- ✓ Similarly Candidates applying for Exempted Category shall have to produce relevant documents in original in support of their claim in reservation as well as age relaxation at the time of verification.
- ✓ Particulars and Certificates required: A Candidate Claiming to be SC / ST / OBC-"A" / OBC-"B" / Physically Handicapped / Meritorious Sports Person must have a certificate in support of his / her claim from a Competent Authority as specified below :-

❖ **For SC / ST / OBC-"A" / OBC-"B":** Candidates [Vide the W.B. SCs & STs (Identification) Act, 1994 and SCs & T.W. Department Order No. 261-TW/EC/MR-103/94 Dt. 06/04/1995]:

- I. In the District, the Sub-Divisional Officer of the Sub-Division concerned and
- II. In Kolkata, District Magistrate, South-24-Parganas or such Additional District Magistrate, South-24-Parganas, as may be authorized by the District Magistrate, South-24-Parganas, on his behalf.

❖ **For Physically Handicapped Candidates / Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Rules, 1999]:-**

A Medical Board Constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals.

- I. Candidates having Disabilities of 40 % and above shall only be considered for age relaxation as well as reservation of posts for persons with Disabilities. Candidates having Disabilities of less than 40 % shall be treated as General Candidate and therefore shall neither get benefit of exemption of age relaxation nor reservation of posts for persons with Disabilities.

❖ **For Meritorious Sports Persons :** Meritorious Sports Persons in the area of International Competition, National Competition, Inter-University Tournament and National Sports / Games for School Education in the following list of sports will be entertained to avail the benefit of the Sports Quota:-

❖ **For Meritorious Sports Persons :**

| Serial Number | Name of the Sports                          | Serial Number | Name of the Sports |
|---------------|---|---------------|--------------------|
| 01            | Athletics (including Track and Field Event) | 11            | Weightlifting      |
| 02            | Badminton                                   | 12            | Wrestling          |
| 03            | Basket Ball                                 | 13            | Boxing             |
| 04            | Cricket                                     | 14            | Cycling            |
| 05            | Football                                    | 15            | Gymnastics         |
| 06            | Hockey                                      | 16            | Judo               |
| 07            | Swimming                                    | 17            | Rifle Shooting     |
| 08            | Table Tennis                                | 18            | Kabaddi            |
| 09            | Volley Ball                                 | 19            | Kho-Kho            |
| 10            | Tennis                                      |               |                    |

❖ **Competent Authorities for Issuing Certificate to Meritorious Sports Persons are as Follows:**



| Area   | Competent Authority   |
|--|---|
| International                                | Secretary of the National Federation / National Association of the Sports Concerned.  |
| National Competition                         | Secretary of the State Association of the Sports concerned.   |
| Inter-University                             | Dean / Director of Sports or other Officer in overall charge of sports of the University concerned                              |
| National Sports / Games for School Education | Director or Deputy Director in overall charge of Sports / Games for Schools in the Directorate of School Education, West Bengal |

### **Mode of Application:**

#### **Step- 01:- Online Registration:**

- All applicants shall apply for any post by submitting their applications in the Website <http://www.dlscud.in> through online submission.
- An application form along with a unique registration number will be generated thereafter automatically.
- This registration number shall be preserved for any future reference and generation of Admit Card etc.
- After filling up and submission of the application form properly, a print out shall be taken for future reference.
- After final submission, applicant will receive a Confirmation Message to his / her registered Mobile Number.
- There will be no Edit option after final Submission.
- No Hard Copy or Printed Application form to be sent to this office.

#### **Step-2:- Generation of Admit Card:**

- ✓ Generation of Admit Card for Written Examination to be done through online on later date. The Specific dates from which Admit Card can be printed will be intimated through newspapers and SMS in the Registered Mobile.
- ✓ The applicant will have to generate the Admit Card by putting his / her auto generated Registration Number along with his / her date of Birth in the respective place.
- ✓ After generation of the Admit Card, a print out is to be taken.
- ✓ The Lower Part of the Admit Card is to be signed by the in presence of the Invigilator on the day of Examination and to be handed over to the Invigilator.
- ✓ The candidate shall have to bring with him / her any photo identity document whose number he / she had entered during registration of application, such as Passport, Admit Card of Madhyamik or equivalent with Photograph / Driving License / AADHAR Card / PAN Card / Bank Pass Book with Photograph.
- ✓ **Candidate without Admit Card and or without any Photo Identity document as mentioned above shall not be allowed to enter the examination hall.**

#### **Mode of Examination:-**

##### **Part-I: Written Examination including Practical test wherever applicable.**

##### **Part-II: Viva Voce Test.**

- 1) Candidates will be short-listed for Viva-Voce test from the list prepared in descending order of the marks obtained by the candidates in written examination subject to fulfillment of minimum qualifying marks in written examination (including practical test where applicable) as fixed up by the DLSC.

- 2) The Successful candidates in the written examination will be called for appearing in the Viva-Voce test in 1:5 ratio against the total number of vacancies in a particular post.
- 3) The Successful candidates of the posts for which computer knowledge is essential or desirable, shall have to undergo a Computer Test at the time of Viva-Voce.
- 4) The Written Examination will be through MCQ / Descriptive (Where applicable) method and there will be negative marking for wrong Answer (One mark will be deducted for every four wrong answers given).

**Distribution of Marks:-**

| Name of the Post                              | Marks Distribution  |                         |                |             |
|---|---------------------|-------------------------|----------------|-------------|
|   | Written Examination | Practical / Descriptive | Viva-Voce Test | Total Marks |
| Nirman Sahayak of Gram Panchayats             | MCQ Type: 85 Marks  | ---                     | 15 Marks       | 100         |
| Executive Assistant of Gram Panchayats        | MCQ Type: 85 Marks  | Computer Test: 05 Marks | 10 Marks       | 100         |
| Secretary of Gram Panchayats                  | MCQ Type: 85 Marks  | Computer Test: 05 Marks | 10 Marks       | 100         |
| Gram Panchayats Sahayak                       | MCQ Type: 85 Marks  | ---                     | 15 Marks       | 100         |
| Gram Panchayats Karmee                        | MCQ Type: 43 Marks  | ---                     | 7 Marks        | 50          |
| Block Informatics Officer of Panchayat Samiti | MCQ Type: 65 Marks  | Computer Test: 20 Marks | 15 Marks       | 100         |
| Accounts Clerk                                | MCQ Type: 85 Marks  | ----                    | 15 Marks       | 100         |
| Clerk – cum – Typist                          | MCQ Type: 85 Marks  | ----                    | 15 Marks       | 100         |
| Panchayat Samity Peon                         | MCQ Type: 43 Marks  | ---                     | 7 Marks        | 50          |

**Syllabus for Part-I (Written Examination) :-**

| Name of the Post                              | Syllabus For Written Examination  |
|---|---|
| Nirman Sahayak of Gram Panchayats             | Engineering (Civil) : 65 Marks<br>English : 13 Marks (Madhyamik or its equivalent Examination)<br>General Knowledge : 07 Marks (Emphasis on Rural Life & Rural Development)   |
| Executive Assistant of Gram Panchayats        | English : 25 Marks (General Academic Standard of Madhyamik)<br>Bengali : 25 Marks (General Academic Standard of Madhyamik)<br>Arithmetic : 25 Marks (General Academic Standard of Madhyamik)<br>General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development)   |
| Secretary of Gram Panchayats                  | English : 25 Marks (General Academic Standard of Madhyamik)<br>Bengali : 25 Marks (General Academic Standard of Madhyamik)<br>Arithmetic : 25 Marks (General Academic Standard of Madhyamik)<br>General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development)   |
| Gram Panchayats Sahayak                       | English : 25 Marks (General Academic Standard of Madhyamik)<br>Bengali : 25 Marks (General Academic Standard of Madhyamik)<br>Arithmetic : 25 Marks (General Academic Standard of Madhyamik)<br>General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development)   |
| Gram Panchayats Karmee                        | English : 10 Marks (General Academic Standard of VIII)<br>Bengali : 13 Marks (General Academic Standard of VIII)<br>Arithmetic : 10 Marks (General Academic Standard of VIII)<br>General Knowledge : 10 Marks (General Academic Standard of VIII)   |
| Block Informatics Officer of Panchayat Samiti | English : 10 Marks (General Academic Standard of HS)<br>Bengali : 10 Marks (General Academic Standard of HS)<br>Arithmetic : 10 Marks (General Academic Standard of Madhyamik)<br>General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development)<br>Computer Application : 45 Marks (25 Marks for Theoretical Examination of B.C.S. Standard & 20 Marks for Practical Test)<br>After completion of Written test, Practical test will be held on separate date. |



|                       |   |
|-----------------------|---|
|                       | Online Admit Card for Practical Test will be issued later on for those candidates only who will qualify in the written test.<br>List of Successful candidates for interview will be prepared on the basis of marks obtained in both written test and practical test.      |
| Accounts Clerk        | English : 25 Marks (General Academic Standard of Madhyamik)<br>Bengali : 25 Marks (General Academic Standard of Madhyamik)<br>Arithmetic : 25 Marks (General Academic Standard of Madhyamik)<br>General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development) |
| Clerk-cum-Typist      | English : 25 Marks (General Academic Standard of Madhyamik)<br>Bengali : 25 Marks (General Academic Standard of Madhyamik)<br>Arithmetic : 25 Marks (General Academic Standard of Madhyamik)<br>General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development) |
| Panchayat Samity Peon | English : 10 Marks (General Academic Standard of VIII)<br>Bengali : 13 Marks (General Academic Standard of VIII)<br>Arithmetic : 10 Marks (General Academic Standard of VIII)<br>General Knowledge : 10 Marks (General Academic Standard of VIII)                         |

### Important Dates:

| Sl No. | Event                                      | Date   |
|--------|--|--|
| 1.     | Period of Online Submission of Application | From 02/04/2018 to 20/04/2018 (till 05.00 pm.) |
| 2.     | Examination Schedule (Written)             | Will be intimated later                        |
| 3.     | Download Admit Card from Website           | Will be intimated later                        |

### General Conditions Fixed by the Committee:

- Candidate shall not **REPEAT** shall not submit printed copy of online Application Form.
- Admission to the Examination will be purely provisional subject to verification of eligibility at a later stage. Therefore, candidature of any candidate shall be rejected straightway if found not eligible at any stage, even after appearance in the examination.
- Candidates must bring their photo identity card which number they had entered in the registration of application to get entrance into the examination venue to provide their identity. Any deviation in this regard may straightway lead to non admission of him / her into the examination venue and rejection of candidature without giving him / her opportunity of being heard. The photo identity cards to be accepted by the Committee for the said purpose are as follows:
  - ❖ **Elector's Photo Identity Card (EPIC)**
  - ❖ **Passport.**
  - ❖ **UID /AADHAR Card.**
  - ❖ **Admit Card / Certificate of Madhyamik or Equivalent with Photograph**
  - ❖ **PAN Card**
  - ❖ **Driving License**
  - ❖ **Bank Pass Book containing Photograph of the Candidate**
- Only short-listed candidates will be asked to produce all relevant original certificates along with the self attested photo copies for verification, failing which their candidature shall be rejected without any further communication.
- Candidates must abide by the instruction as may be given by the Supervisor / Invigilator of the examination centre. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable for expulsion from the examination hall and / or such other punishment as the committee may deem fit to impose.


- A candidate who has been reported against by the Supervisor / Invigilator of the examination centre for violation of norms of examination hall shall be punished with cancellation of candidature and will also be debarred from appearing at future examinations / selections as may be decided by the committee depending on the circumstances / gravity of the case.
- **Submission of more than one application for a single post is strictly forbidden.** The candidature of a candidate, who submits more than one application for a single post for admission to the examination, will be cancelled even he / she is eligible for the same.
- **Use of mobile phones,** calculators and any kind of electronic gadgets inside the examination hall is **STRICTLY PROHIBITED.** Use of the same will lead to cancellation of candidature without giving opportunity of being heard.
- Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.
- The final merit list will be prepared on the basis of total marks obtained in the Written Examination including Practical Test (where applicable) and the Viva-Voce test.
- Willing candidates can apply online with effect from **02/04/2018 to the last date i.e. up to 05.00 pm on 20/04/2018.**
- Print out of online submission of application can neither be claimed as a proof of application, nor accepted as a demand to appear in the written test. Only Admit Card with other valid testimonials. Like photographs and any photo Identity Card as mentioned below, will be considered at the time of written test.
- Incomplete applications will be summarily rejected.
- Admission to the Examination will be purely provisional subject to verification of eligibility at a later Stage. Therefore, candidature of any candidate shall be rejected straightway if found not eligible at any stage, even after appearance in the examination.

**Written Examination will be held on a Single Date:-**

For any type queries on Online submission of application:- Mail us : [dprdo-udi@nic.in](mailto:dprdo-udi@nic.in)

**Note:** If any change takes place in the eligibility criteria, Syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee, Uttar Dinajpur.

The DLSC Uttar Dinajpur also reserves the right to make any alteration and modification with respect to tentative schedule of Examination and other itineraries.

  
29/3/18

District Magistrate &  
Executive vice Chairman, DLSC,  
Uttar Dinajpur.

